

Using Rate Schedules in Cortex Workbench Quick Reference Guide

Purpose

This document explains the rate validation process and provides guidelines for using rate schedules in Cortex Workbench to create and submit a field ticket to Husky.

Rate Validation Process

The rate validation process is followed by the supplier when a rate (pricing) schedule is agreed upon between Husky and the supplier. When Husky sends a purchase order (PO) referencing a rate schedule, the supplier must use the rate schedule to create each line of the field ticket.

1. Receiving the rate schedule and rate validated purchase order

- Husky sends the:
 - rate schedule to the supplier's Cortex Workbench rate schedules folder.
 - rate validated PO.

2. Viewing the rate schedule

1. Click the **Rate Schedule folder** on the left side of Cortex Workbench.
2. Double click **Rate Schedule**.

The screenshot shows a 'Rate Schedule' form with the following fields and values:

| Field | Value |
|-----------------|------------------------------|
| Contract Number | M0254620 |
| Vendor Code | 11032217 |
| Supplier Name | LP |
| Contract Date | 04/09/2018 |
| Title | |
| Buyer DUNS# | 251064861 |
| Buyer Name | Husky Oil Operations Limited |
| Start Date | 04/11/2018 |
| Version | |
| Currency | CAD |
| End Date | 10/01/2018 |

| | Field | Enter |
|---|------------------------|--|
| 1 | Contract Number | document number Husky assigns to the rate schedule |
| 2 | Vendor Code | code Husky uses to identify the supplier |
| | Supplier Name | supplier's company name |
| 3 | Contract Date | date the rate schedule was contracted between Husky and the supplier |
| 4 | Title | name or title of the rate schedule |
| | Buyer DUNS# | Husky DUNS# |
| | Buyer Name | Husky company |
| 5 | Start Date | date the rate schedule is valid from |
| | Version | displays if this is a newer version of the contract |
| | Currency | currency used for the rate schedule list prices |
| 6 | End Date | date the rate schedule is no longer valid |

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| Group Lir | Group | 7 Line Id | Description | UOM | 8 List Price | 9 Start Date | 10 End Date | 11 Price Unit | 12 Commodity Code | Supplier Service Code | G/L Account | 13 Buyer Service Code |
|-----------|--------------------------|------------------|-------------------------------|-----|---------------------|---------------------|--------------------|----------------------|--------------------------|-----------------------|-------------|------------------------------|
| 10 | OneOff-WA JOL Hardist... | 71 | LOADER, WHEEL, DAY, OPT, EQFU | DAY | \$550.000... | 04/30/20... | 12/31/99... | 1.00 | | | | 11031261 |
| 10 | OneOff-WA JOL Hardist... | 72 | TOWER LIGHT MISC DAY | DAY | \$240.000... | 04/30/20... | 12/31/99... | 1.00 | | | | 11006244 |
| 10 | OneOff-WA JOL Hardist... | 73 | GENERATOR MISC DAY | DAY | \$20.000... | 04/30/20... | 12/31/99... | 1.00 | | | | 11004508 |

| | | |
|-----------|------------------------------|---|
| 7 | Group Line #: | line-item number |
| | Line ID# | Service line-item number |
| | Description | description of the line-item goods or services |
| | UOM | unit of measure code associated with the item being quantified |
| 8 | Unit Price | price used to calculate the rate |
| 9 | Start Date | start date for the validity of this pricing condition <ul style="list-style-type: none"> • must be <i>greater than</i>, or <i>equal to</i>, the <i>Contract Start Date</i> • must be <i>equal to</i>, or <i>less than</i>, the <i>Contract End Date</i> and <i>Line-Item End Date</i> |
| 10 | End Date | end date for the validity of this pricing condition <ul style="list-style-type: none"> • must be <i>equal to</i>, or <i>in between</i>, the <i>Contract Start Date</i> and/or the <i>Contract End Date</i> • If the <i>Line-Item Start Date</i> is <i>equal to</i> the <i>Contract End Date</i>, then the <i>Line-Item End Date</i> should be the <i>same</i> as the <i>Contract End Date</i> |
| 11 | Price Unit | number of units per list price. <ul style="list-style-type: none"> • automatically defaults to 1 if no data is present • field is editable |
| 12 | Commodity Code | assigned to the item, if applicable |
| | Supplier Service Code | supplier's service reference number, if applicable |
| | G/L Account | if applicable |
| 13 | Buyer Service Code | an external reference number used by Husky to identify the specific item in its system |

Print View
Close

3. To view and print a PDF of the rate schedule, click **Print View**.

Rate Schedule

| | | | |
|------------------|------------|--------------|------------------------------|
| Contract Number: | M311002017 | Title: | |
| Vendor Code: | 11003825 | Buyer DUNS#: | 251064801 |
| Supplier Name: | | Buyer Name: | Husky Oil Operations Limited |
| Contract Date: | 06/23/2017 | Start Date: | 09/23/2017 |
| | | End Date: | 12/30/2019 |

| Description | UOM | List Price | Start Date | End Date | Commodity Code | Supplier Service Code | GL Account | Buyer Service Code |
|------------------------------|-----|------------|------------|------------|----------------|-----------------------|------------|--------------------|
| - 10 - Cortex Size Test | | | | | | | | |
| - BOILERMAKER ASST REG HR | HUR | | 02/01/2017 | 12/31/9999 | | BMSHLPO-ST | | 11002560 |
| - BOILERMAKER ASST OT1 HR | HUR | | 02/01/2017 | 12/31/9999 | | BMSHLPO-MB | | 11002560 |
| - BOILERMAKER ASST OT2 HR | HUR | | 02/01/2017 | 12/31/9999 | | BMSHLPO-OT | | 11002561 |
| - BOILERMAKER ASST SP REG HR | HUR | | 02/01/2017 | 12/31/9999 | | BMSHLPO-DT | | 11002562 |
| - BOILERMAKER ASST SP OT1 HR | HUR | | 02/01/2017 | 12/31/9999 | | BMSHLPO-ST | | 11002563 |

Or, click the *paperclip* icon beside a rate schedule in the **Rate Schedules** folder to view and print a PDF copy.

| Rate Schedules | | | | | | | | | |
|----------------|------------|----------------|--------------|------------------------------|--------------|----------------------|-----------|--------------------------|--------------------------|
| PO # | Doc # | Classification | Partner Code | Trading Partner | Last Updated | Created By | Status | | |
| 11 | 4600030697 | Services | 11003825 | Husky Oil Operations Limited | 10/03/2017 | HuskyAxon@cortex.net | Activated | <input type="checkbox"/> | <input type="checkbox"/> |
| 12 | TESTKSD928 | Services | 11003825 | Husky Oil Operations Limited | 09/28/2017 | huskytest@cortex.net | Activated | <input type="checkbox"/> | <input type="checkbox"/> |
| 13 | M099992017 | Materials | 11003825 | HUSKY ENERGY | 09/27/2017 | HuskyAxon@cortex.net | Activated | <input type="checkbox"/> | <input type="checkbox"/> |
| 14 | M311002017 | Services | 11003825 | HUSKY ENERGY | 08/31/2017 | HuskyAxon@cortex.net | Activated | <input type="checkbox"/> | <input type="checkbox"/> |
| 15 | M000872013 | Services | 11003825 | HUSKY ENERGY | 08/17/2017 | HuskyAxon@cortex.net | Activated | <input type="checkbox"/> | <input type="checkbox"/> |

3. Referencing the rate schedule on a field ticket

Reference Document Selection

| | | | | |
|-----------------|------------|----|------------|------------|
| PO # / Line # | 8401225796 | 10 | Start Date | 01/03/2018 |
| Document Number | M031162018 | | End Date | 01/03/2019 |

| Group Line # | Group | Line Id | Description | Unit Price | Start Date | End Date | Price Unit | Supplier Service Code | Status |
|--------------------------|-------|---------|--|-------------|------------|------------|------------|-----------------------|----------|
| <input type="checkbox"/> | 10 | Test123 | 10 MATERIAL MISC L | \$100.00000 | 01/03/2018 | 12/31/9999 | 1.00 | | Approved |
| <input type="checkbox"/> | 10 | Test123 | 20 MANAGER, PROGRAM,HR,AI,SR,PROGRAM MAN | \$1.0000000 | 01/03/2018 | 12/31/9999 | 1.00 | | Approved |
| <input type="checkbox"/> | 10 | Test123 | 30 MANAGER, PROGRAM,HR,AI,SR,PROGRAM MAN | \$225.00000 | 01/03/2018 | 12/31/9999 | 1.00 | | Approved |
| <input type="checkbox"/> | 10 | Test123 | 40 MANAGER, PROGRAM,HR,AI,SR,PROGRAM MAN | \$100.00000 | 01/03/2018 | 12/31/9999 | 1.00 | | Approved |
| <input type="checkbox"/> | 10 | Test123 | 50 3RD PARTY SERVICES MISC \$ | \$100.00000 | 01/03/2018 | 12/31/9999 | 1.00 | | Approved |

Add
Skip

- If a PO references a specific rate schedule, the rate schedule **PO # / Doc #** displays in the **Reference Document Selection** section of the field ticket.
- This rate schedule must be used to create the field ticket. *Do not click the Skip button.* If the rate schedule is *skipped*, the field ticket will be rejected.
- The services and products contained in the rate schedule can be added as line items on your field ticket. Using the appropriate rate schedule for each field ticket reduces the chances of receiving a rejection from Husky.
- To reference the rate schedule when creating a field ticket:
 1. Ensure the service dates are within the **Validity Period** on the PO. If the services are outside of these dates, contact the Husky field representative or the PO owner to confirm you have the appropriate PO.

| Purchase Order | | | | |
|------------------------|------------|--|-------------------------------|------------|
| Validity Period | | | Purchase Order Details | |
| Validity Start Date | 01/01/2017 | | Purchase Order Number | 8401140523 |
| Validity End Date | 12/31/2017 | | Purchase Order Date | 06/01/2017 |
| | | | Currency | CAD |

2. Open a new field ticket.
3. Enter the service dates in the field ticket **Reporting Period Start Date** and **End Date** fields and in the **Ticket Details, Ticket Date** field.

Note: This auto-populates the **Service Period Start Date** and **End Date** fields in each item line.

| Field Ticket | | | | |
|-------------------------|------------|--|-----------------------|----------------|
| Reporting Period | | | Ticket Details | |
| Start Date | 12/08/2017 | | Ticket No. | DEC08-1611-YFI |
| End Date | 12/08/2017 | | Ticket Date | 12/08/2017 |
| | | | Currency | CAD |

| Tax Exempt Code | Tax Amount | Service Period Start Date | Service Period End Date | Cost Object Type |
|-----------------|------------|---------------------------|-------------------------|------------------|
| Taxable | \$235.00 | 12/08/2017 | 12/08/2017 | Cost Center |

4. Click **Reference Document** to select the appropriate PO.

| Line # | Mat/Svc # | Description | Quantity | UOM | List Unit Cost |
|--------|-----------|-------------|----------|-----------|----------------|
| X 10 | | Item 1 | 2.00 | EA — each | \$5.00 |
| X 20 | | Item 2 | 3.00 | EA — each | \$6.00 |
| X 30 | | Item 3 | 4.00 | EA — each | \$7.00 |
| 40 | | | 0.00 | EA — each | \$0.00 |

Reference Document

5. Click the drop-down arrow in the **Document Type** field and select **Purchase Order**.

6. Select the **PO Number**.

Note: If the selected PO is rate validated, a message displays.

Reference Document Selection

Selected reference documents must meet your Trading Partner validation and document flow requirements.

| PO Number | PO Line Number | Description | Classification | Quantity | UOM | Unit Price | Contract # | Contract Line # |
|---|----------------|---------------------------------|----------------|----------|-----|------------|------------|-----------------|
| <input checked="" type="radio"/> 8400721747 | 20 | MPA 3 (NOV 2013) MAINT BULLGANG | Services | 1.00 | PUT | \$1846.20 | M000872013 | 10 |

Open referenced contract M000872013 for selected PO line.

Open

Add Close

7. Click **Open** to display the rate schedule.
8. Select the items from the rate schedule. You can select one item or multiple items.

Reference Document Selection

PO # / Line # 8400721747 / 20
 Document Number M000872013
 Start Date 03/01/2013
 End Date 11/30/2017

| Group Line # | Group | Line Id | Description | Unit Price | Start Date | End Date | Price Unit | Supplier Service Code | Status |
|-------------------------------------|-------|-----------------|-------------|---------------------------------|------------|------------|------------|-----------------------|----------|
| <input type="checkbox"/> | 20 | MAINTENANCE LAB | 40 | FOREMAN BC REG HR | \$ 50.0000 | 07/14/2017 | 12/31/9999 | 1.00 | Approved |
| <input type="checkbox"/> | 20 | MAINTENANCE LAB | 50 | FOREMAN BC OT1 HR | \$ 50.0000 | 07/14/2017 | 12/31/9999 | 1.00 | Approved |
| <input type="checkbox"/> | 20 | MAINTENANCE LAB | 51 | FOREMAN OT2 HR | \$ 50.0000 | 07/18/2017 | 12/31/9999 | 1.00 | Approved |
| <input checked="" type="checkbox"/> | 20 | MAINTENANCE LAB | 60 | LABOURER BC REG HR | \$ 50.0000 | 07/14/2017 | 12/31/9999 | 1.00 | Approved |
| <input type="checkbox"/> | 20 | MAINTENANCE LAB | 70 | LABOURER BC OT1 HR | \$ 50.0000 | 07/14/2017 | 12/31/9999 | 1.00 | Approved |
| <input type="checkbox"/> | 20 | MAINTENANCE LAB | 80 | WELDER B PRESS MOBILE REG HR | \$ 50.0000 | 07/14/2017 | 12/31/9999 | 1.00 | Approved |
| <input type="checkbox"/> | 20 | MAINTENANCE LAB | 90 | WELDER JMAN REG HR | \$ 50.0000 | 07/14/2017 | 12/31/9999 | 1.00 | Approved |
| <input type="checkbox"/> | 20 | MAINTENANCE LAB | 100 | TRAILER UTILITY MISC DAY | \$ 50.0000 | 07/14/2017 | 12/31/9999 | 1.00 | Approved |
| <input type="checkbox"/> | 20 | MAINTENANCE LAB | 110 | TRUCK DELIVERY 3/4 TON W/ OP HR | \$ 50.0000 | 07/14/2017 | 12/31/9999 | 1.00 | Approved |

Add Skip

9. Click **Add**.
10. The selected item(s) display as item(s) on the field ticket.

Enter the quantity in the **Quantity** field.

Note: All line items *must* reference the rate schedule or the field ticket will be rejected.

Warning: Do not change the value in the **List Unit Cost** field unless you are selecting a price lower than the agreed-upon rate.

| Line # | Classification | Supplier Mat/Svc # | Description | Quantity | UOM | List Unit Cost | Agreed to I |
|--------|----------------|--------------------|--------------------|----------|-----------|----------------|-------------|
| 10 | Services | | LABOURER BC REG HR | 1.00 | HR - hour | \$34.55 | |
| 20 | Services | | | 0.00 | EA - each | \$0.00 | |

The Line Item selected from the Rate Schedule now displays as a line on the Field Ticket

11. Complete the field ticket by reviewing the auto-populated fields and entering the rest of the details.
12. Submit the field ticket.

Non-Rate Validated Spend on an Agreement – Price Changeable

- Adding a price changeable *Miscellaneous* line to the agreement allows the supplier to edit the price on the rate schedule in Cortex Workbench.

Note: Price changeable lines will be reviewed by a Husky approver to ensure the prices being billed by the supplier are correct.

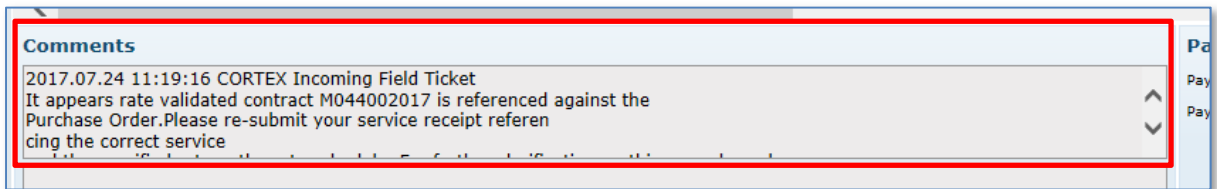
- If the supplier is billing for an item not in the Husky contract, do not use the *Miscellaneous* line without first checking with the Husky representative.

Ceiling Price Functionality for Rate Validation

- The rate validation functionality in Cortex Workbench accommodates suppliers who negotiate rates on a per-job basis by allowing them to submit, without rejection, field tickets with rates *below* the negotiated contract line item rates. As a result, suppliers need to be diligent about correct pricing on field tickets, as the system will not prevent inadvertent entries that are lower than the contract rates.

Rate Validated Field Ticket Rejections

- Rejection messages display in the **Comments** field at the bottom of the field ticket.



- They can also be found in the **Document History** tab. Click **View** beside the rejected line to open and view the message.

| Field Ticket | | | | | | |
|------------------|-----------------|------------------|-------------|----------------------|--|--|
| Document History | Reference | | | | | |
| Doc Type | Trading Partner | Transaction Date | Status | Details | | |
| Field Ticket | HUSKY ENERGY | 07/24/2017 | Approved | View | | |
| Field Ticket | HUSKY ENERGY | 07/24/2017 | InReview | View | | |
| Field Ticket | HUSKY ENERGY | 07/24/2017 | Received | View | | |
| Field Ticket | HUSKY ENERGY | 07/24/2017 | Resubmitted | View | | |
| Field Ticket | HUSKY ENERGY | 07/21/2017 | Rejected | View | | |
| Field Ticket | HUSKY ENERGY | 07/19/2017 | Received | View | | |
| Field Ticket | HUSKY ENERGY | 07/19/2017 | New | View | | |

Note: If the rejection was automatically done by automated system checks, there will not be additional comments as the rejection occurred before reaching Husky.

- If you receive a rejection message, review the field ticket entries to ensure:
 - the correct service dates for the work done are entered.
 - the correct contract rates for the service performed / materials provided are selected.
 - the rate is not changed to a rate higher than the rate in the rate schedule.
- If you have questions about services, rates or rejections messages, contact your Husky contract representative.